

## PERSONNEL REGULATIONS, in 1861

Employees who find cause for complaint in present-day personnel regulations are invited to read the regulations laid down for clerks in John Wanamaker's Department Store in 1861. (From an article by R. O. Moore in "Business Management" and digested in the June 1853 issue of "The Management Review.")

"Store must be opened at 6 a.m. and remain open until 9 p.m. the year around. The store must be swept; counters, base shelves and showcases dusted; lamps trimmed, filled, and chimneys cleaned; pens made; doors and windows opened. A pail of water and a scuttle of coal must be brought in by each clerk before breakfast, if there is time to do so and attend to customers who call.

"Store must not be open on the Sabbath day unless absolutely necessary, and then only for a few minutes. Any employee who is in the habit of smoking Spanish cigars, getting shaved at a barber shop, going to dances and other places of amusement will most surely give the employer reason to be suspicious of his integrity and all-round honesty.

"Each employee must pay not less than \$500 per year to the church and must go to Sunday School each Sunday. Men employees are given one evening a week for courting purposes and two if they go to prayer meeting regularly.

"After 14 hours of work in the store, the leisure time must be spent in reading good literature."

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